

Montana State-Level Student Information System



File Interface Specification Montana Version 1.2

November 22, 2006

Infinite Campus
2 Pine Tree Drive, Suite 302
Arden Hills, MN 55112

1	INTRODUCTION	3
2	FILE SPECIFICATIONS.....	4
2.1	File Name	4
2.2	Header Record	5
2.3	Student Demographics	6
2.4	Enrollment	7
	APPENDICES.....	8
	Appendix A	8
	Appendix B.....	9
	Appendix C.....	10
	Appendix D	11
	Appendix E.....	11
	Appendix F	11
	Appendix G	12

1 INTRODUCTION

The Montana Office of Public Instruction is continuing to implement the state-wide student achievement system, now called AIM (Achievement in Montana). From August through October 2006 districts have been busy submitting their student data in order to generate a unique statewide student ID. The next phase of the project is to provide Measured Progress the information necessary to register students for the CRT statewide assessment (Montana Comprehensive Assessment System, Phase 2) and create labels for the test answer sheets. This requires all students have their state IDs assigned before the December Assessment Pre-label collection.

In addition to the data submitted for the student ID, districts will need to enter enrollment data into AIM. The additional fields of information needed for this collection include School Code, Enrollment Start Status Code, Enrollment Start Status Date, Enrollment End Status Code, Enrollment End Status Date, Dropout Reason, and Grade Level.

2 FILE SPECIFICATIONS

Files should follow the proper naming conventions and record definitions defined below:

- All files will be tab delimited with a header record.
- If a field is not required it can be left blank, but the proper number of tabs must be in each record.
- All dates within the file will be in the format MM/DD/YYYY.
- Times within the file will be displayed in military (24 hour) time HH:MM:SS such as 23:00:00 for 11:00pm

2.1 File Name

Files will be named with the legal entity number (maximum of 4 digits), underscore, then the date with the extension *.tsv.

- Forward slashes are not allowed in file names, and should be left out.
- Please omit any leading zeros in the legal entity number.

Example:

Legal Entity 0063 submitting a file on 12/01/2006 would name the file: 63_12012006.tsv

2.2 Header Record

The first line of all files will be the header record. This is required.

Field	Length	Name	Required	Validation	Code/Format	Description	Default if NULL
1	2	Record Type	Yes		"HD"	Always the value "HD"	
2	10	Date	Yes		MM/DD/YYYY		
3	8	Time	Yes		HH:MM:SS		
4	15	Version	Yes		"MT1.2"	Always the value "MT1.2"	

Example Record:

Header record submitted on December 1, 2006 at 11:00 pm:

HD 12/01/2006 23:00:00 MT1.2

2.3 Student Demographics

This record format contains basic student demographics fields.

- Typically there should be one record per student.
 - The exception for this is when a student's name or identifying information changes while at a district.
 - The state needs to maintain a history of all name changes for students, and the effective date controls when this name was used.

Field	Length	Name	Required	Validations	Code/Format	Description	Default if NULL
1	2	Record Type	Yes	Always the value "SD" which stands for student demographics	"SD"	Always the value "SD"	
2	4	District Number	Yes	Omit any leading zeroes	Number		
3	15	State ID	*	*Assigned at the State Edition level - Leave Blank	String(15)		
4	15	Local ID	*	*Local ID mandatory if importing from another student information system and no state ID has been assigned	String(15)		
5	40	Last Name	Yes		String(40)		
6	35	First Name	Yes		String(35)		
7	20	Middle Name	No		String(20)		
8	3	Suffix	No	No Punctuation	String(2)	See Appendix F	
9	1	Gender	Yes		M or F	Male or Female	
10	10	Birth Date	Yes		MM/DD/YYYY		
11	9	FILLER1	NO	FILLER	EMPTY	MUST HAVE TAB, NO DATA REQUIRED	
12	2	Race/Ethnicity	Yes		String(2)	See Appendix E, requires zero padding	
13	2	FILLER2	NO	FILLER	EMPTY	MUST HAVE TAB, NO DATA REQUIRED	
14	10	FILLER3	NO	FILLER	EMPTY	MUST HAVE TAB, NO DATA REQUIRED	
15	10	FILLER4	NO	FILLER	EMPTY	MUST HAVE TAB, NO DATA REQUIRED	

Example Records:

A student record for Joe Smith,

SD 63 54321 Smith Joe Alan II M 03/01/1997 05

(NOTE: There are three blank "tabs" at the end of the example row)

Common errors:

- Gender or Race/Ethnicity left blank (data is required for these fields)
- Period after Jr. or Sr. (no punctuation allowed)
- Field names included in file (please remove all field names, such as legal entity number, gender, race/ethnicity, etc.)
- Date Fields must be in a MM/DD/YYYY format (for example 03/07/1999)
- Required tabs at end of file were not included (must have 3 blank tabs at end of file)

2.4 Enrollment

This record contains information for the December Assessment Pre-Label Collection.

- There will be at least 1 record per student per school calendar.
- Each grade a student attends will have a new record, and each time the student leaves and re-enters a school will have a new record.
- Start and End dates are inclusive to the enrollment, so that if a student's start date is 01/01/2006 and their end date is 02/01/2006 that means that 01/01 was the first day the student was enrolled, and 02/01 was the last day the student was enrolled.
- Only one enrollment can have Service Type equal to Primary for any given date.

Field	Length	Name	Required	Validation	Code/Format	Description	Default if NULL
1	2	Record Type	Yes		"EN"	Always the value "EN"	
2	4	District Number	Yes	no zero padding, allow any length between one and four characters	String(4)	This is your Legal Entity Number. Omit any leading zeroes	
3	4	School Number	Yes	no zero padding, allow any length between one and four characters	String(4)	This is your School Code. Omit any leading zeroes.	
4	3	Calendar Number	Yes		Number	Needs to correspond with calendar set up in 2.4	
5	4	Year	Yes		Number	In the school calendar that spans 2006-2007, this would be the year 2007.	
6	9	Student's State ID	Yes	No zero padding.	String(9)		
7	15	Student's Local ID	No	No zero padding	String(15)		
8	1	Service Type	Yes		String(1)	See Appendix D	P
9	10	Start Date	Yes		MM/DD/YYYY		
10	2	Start Status	Yes		String(2)	See Appendix A – requires zero padding	
11	10	End Date	No		MM/DD/YYYY		
12	3	End Status	No		String(3)	See Appendix B	
13	2	Dropout Reason	*	Required if End Status = 300, 310, 320, 330, or 340	String(2)	See Appendix C requires zero padding	
14	2	Grade	Yes		String(2)	See Appendix G requires zero padding	

APPENDICES

Appendix A

ENROLLMENT START STATUS	
2.4 – Field 10	
01	Original enrollment into a school
02	Continued enrollment same school, no interruption
03	Re-entry to the same school after withdrawal
04	Transfer from public school in district or state
05	Transfer from public schl under NCLB schl choice
06	Transfer from an out of state school
07	Transfer from a school from out of the country
08	Transfer from a private school within the state
09	Transfer from home school within the state
NOTE: Requires zero padding	

Appendix B

ENROLLMENT END STATUS	
2.4 – Field 12	
100	End of year, returning to same school next year
110	Promoted to another school
120	Transfer to a public school in the same district
130	Transfer to public schl under NCLB schl choice
140	Transfer to public schl in another district in MT
150	Transfer to a state-funded school
160	Transfer to a private school in the state
170	Transfer to a home school in the state
180	Transfer to a school out of state
190	Transfer to a school out of the country
200	Suspension
210	Medical care or treatment, eligible to return
220	Enrolled in a foreign exchange program
230	Enrolled in an early admissions college program
240	Withdrawn, under age for compulsory school att
300*	Withdrew for personal or academic reasons*
310*	Exceeded age requirement set by district policy*
320*	Removed, reasons other than health, not returning*
330*	Enrolled in adult educ or military, no diploma*
340*	Unknown*
400	Graduated with regular diploma
410	Completed GED test (school appr program)
420	Completed school with other credentials
500	Student died
510	Student is permanently incapacitated

* These are considered drop-out codes. Note that the asterisk should not appear in the code or description in the application.

Appendix C

DROPOUT REASON	
2.4 – Field 13	
01	Academic Difficulty
02	Attendance Difficulty
03	Economic Reasons
04	Employment
05	Expelled
06	Illness
07	Job Corps or Similar Program
08	Language Difficulty
09	Marriage
10	Military
11	Needed at Home
12	Over Compulsory Age
13	Pregnancy
14	Poor Personal Relationships
15	Reached Maximum Age Set by District Policy
16	Other Known Reason
17	Unknown Reason
18	GED (Pursuing)
19	Suspended, Did Not Return
20	Harassment/Feeling Unsafe at School
21	Entered Adult Correctional Facility
22	Lack of Childcare
NOTE: zero padding required	

Appendix D

ENROLLMENT SERVICE TYPE	
2.4 – Field 8	
P	Primary
S	Partial
N	Special Ed Services only

Appendix E

RACE-ETHNICITY	
2.3 – Field 12	
01	American Indian or Alaskan Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander
NOTE: zero padding required	

Appendix F

SUFFIX	
2.3 – Field 8	
Jr	Jr
Sr	Sr
I	I
II	II
III	III
IV	IV
V	V
NOTE: no periods on Jr & Sr	

Appendix G

GRADE LEVEL	
2.4 – Field 14	
UE	Ungraded Elementary
UM	Ungraded Middle
UH	Ungraded High School
PK	Pre-kindergarten
KG	Kindergarten
P1	Transition 1st
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
NOTE: zero padding required	